

**MEMORANDUM OF AGREEMENT (MOA)**

**between**

**THE UNITED STATES NAVY (USN) CHIEF OF NAVAL EDUCATION AND TRAINING  
(CNET)**

**and**

**UNITED STATES ARMY (USA) ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)**

**and**

**UNITED STATES MARINE CORPS (USMC) COMBAT DEVELOPMENT COMMAND (MCCDC)**

**for**

**CONDUCT OF INTERSERVICE TRAINING**

**at**

**NAVAL AMPHIBIOUS BASE LITTLE CREEK, VIRGINIA 23511**

1. **SUBJECT:** Consolidated/collocated musical training at the School of Music, Naval Amphibious Base Little Creek, Norfolk, Virginia.
2. **PURPOSE:** To establish command working relationships, policies, guidelines, and procedures under which TRADOC, CNET, and MCCDC will sustain and conduct training and related training management functions for the courses listed below:

**a. Consolidated courses with Service-Unique Tracks:**

**Music Preparatory Course**

**USA: TBD**

**USN: A-450-0015**

**USMC: TBD**

**Music Basic Course (Note 3)**

**USA: 450-02B-02U10**

**USN: A-450-0010**

**USMC: N0355A2**

**Ceremonial Conductor/Drum Major (CCDM) Course (Note 2)**

**USN: A-450-0016**

**USMC: N0355J2**

Unit Leader (UL) Course (Note 2)  
USN: A-450-0012  
USMC: N0355L2

Arranging Course (Note 2)  
USN: A-450-0017  
USMC: N0355H2

Enlisted Band Leader/Assistant Director (EBL/AD) Course  
(Note 2)  
USN: A-450-0014  
USMC: N0355K2

Active Basic Non-Commissioned Officer Course (BNCOC)  
(Note 1)  
USA: 450-02B-02U30

Active Advanced Non-Commissioned Officer Course (ANCOC)  
(Note 1)  
USA: 450-97-C42

- (NOTES: 1. Army, Navy, and Marine Corps Advanced courses consolidated in the area of Individual Instrumental Instruction.
2. Navy, and Marine Corps Advanced Courses totally consolidated.
3. Service's Drill Bands will be instructed by Service-unique instructors.

b. Army Collocated Courses:

Reserve Component Basic Non-Commissioned Officer  
Course (BNCOC-RC)  
USA: 450-02B-02U30-RC

Reserve Component Advanced Non-Commissioned Officer  
Course (ANCOC-RC)  
USA: 450-97-C42-RC

Active Army Warrant Officer Basic  
Course (WOBC)  
USA: 7N-420C

Reserve Component Army Warrant Officer Basic  
Course (WOBC-RC)  
USA: 7N-420C-RC

Active Army Warrant Officer  
Advanced Course (WOAC)  
USA: 7-51-C32

Reserve Component Army Warrant Officer  
Advanced Course (WOAC-RC)  
USA: 7-51-C32-RC

Army Band Officer (ABO) Course  
USA: 7N-42C

3. **AUTHORITY/REFERENCES:**

(a) OPNAVINST 1500.27E, AR 351-9, MCO 1580.7D, AFI 36-2230(I),  
Interservice Training, dtd 28 Aug 98

(b) ITRO Procedures Manual, dtd 22 Oct 98

(c) MUSCOLINST 5400.1J, School of Music Organization and  
Regulations Manual, dtd 10 Feb 99

(d) MUSCOLINST 1300.3, Requirements for Assignment to Instructor  
Duty at the School of Music, dtd 4 Jun 96

(e) DA PAM 351-4, U.S. Army Formal Schools Catalog, dtd 31 Oct  
95

(f) Catalog of Navy Training Courses (CANTRAC), Volume II, dtd  
22 Feb 99

(g) MCO P1200.7, Marine Corps MOS Manual, dtd 4 Apr 95

(h) AR 623-205, Enlisted Evaluation Reporting System, dtd 30 Apr  
92

(i) AR 600-20, Army Command Policy, dtd 30 Mar 88

(j) AR 27-10, Military Justice, dtd 24 Jun 96

(k) Manual for Courts-Martial United States, latest edition

(l) TRADOC regulation 350-6, Initial Entry Training Policies and  
Administration, dtd 10 Aug 98

(m) AR 600-85, Alcohol & Drug Abuse Prevention & Control Program, dtd 11 Sep 95

(n) DoDI Alcohol & Drug Abuse

(o) DoDI Sexual Harassment

(p) DoDI 4165.63-M Department of Defense Billeting

(q) MCO 5300.10 Sexual Harassment

(r) MCO P5000.18 Marine Corps Band Manual

(s) MCO 1510.79 Individual Training Standard System for Band Occupation Field 55

(t) MCO P1200.7 MOS Manual

(u) MCO 1130.54 Musician Enlistment Option Program

(v) MCBul 10120 of July 93 (Authorizes Blues Issues)

(w) MCO P1020.34 M.C. Uniform Regulations

(x) MCO P1000.6 Assignment, Classifications, and Travel Systems Manual

(y) MCO P1070.12 IRAM

(z) MCO P1080.20 Jumps/MMCODESMAN

(aa) MCO P1400.32 M.C. Promotion Manual Vol. 2 Enlisted Promotions

(bb) MCO P1900.16 M.C. Separation and Retirement Manual

(cc) MCO 6100.10 Weight Control and Military Appearance

(dd) MCO 6100.3 Physical Fitness

(ee) MCO P1610.7E Performance Evaluation System

4. **SCOPE:** This MOA establishes the relationships, policies, guidelines, and procedures for the sustainment of consolidated and collocated training; training development; student and permanent party personnel support; training equipment acquisition, transfer, and maintenance support; academic support; and non-academic

facilities. The courses covered by this MOA are described in Tab A. Actions and agreements herein are not intended to supersede existing regulations. This document supersedes the MOU dated 14 Mar 97.

**5. BACKGROUND:**

a. The execution agent for CNET will be the School of Music, Naval Amphibious Base, Little Creek, Virginia.

b. The execution agent for the participating Services (TRADOC and MCCDC) will be Commandant, U.S. Army Element, School of Music and the Marine Corps Representative, Marine Element, School of Music.

c. ISA N0618A-97136-003 covers services provided by the Commander-in-Chief, U.S. Atlantic Fleet to USN, USA and USMC personnel.

**6. ADMINISTRATION:**

a. IAW paragraph 5.a.(1) of reference (a), the host Service and participating Services agree to continually review all training and resources in order to eliminate duplication, reduce or avoid costs, standardize instruction and increase efficiency consistent with readiness and requirements of the military Services.

b. IAW paragraph 6.b. of reference (a), the host Service recognizes the existence of Service-unique requirements. It is within the purview of the participating Services to conduct Service-unique training.

c. IAW paragraph 5.i. of reference (a), Preparatory and Basic Course students will participate in periodic details (e.g., "field night" and daily clean-ups) to maintain cleanliness of living areas and classroom areas. Students enrolled in any other courses will not participate in these details. These students (other course students) are responsible for maintaining cleanliness of their own living and classroom areas.

d. All students will stand duty (rank specific) as may be required by the host Service to maintain proper security of SOM work and billeting spaces.

e. Each Service will provide its own commander/representative to School of Music, Naval Amphibious Base, Little Creek, Virginia. The Service commanders will deal directly with the host Service Commanding Officer on all matters concerning the consolidated

courses. The commanders will report to their military Service on all other matters.

f. Service commanders provided to School of Music, Naval Amphibious Base, Little Creek, Virginia are responsible for their respective permanent party personnel and students attending courses at School of Music. The Service commanders shall exercise all authority associated with command including, but not limited to, administrative control, pay, and military training matters. Disciplinary actions should, as a matter of professional courtesy, be coordinated with the host Service Commanding Officer.

g. Service commanders will ensure all assigned personnel conform to Naval Amphibious Base, Little Creek, Virginia policies and Standard Operating Procedures (SOP) in all instances except where they are in direct conflict with parent Service regulations. These conflicts will be resolved between the Commanding Officer, Naval Amphibious Base, Little Creek, Virginia and the Commanding Officer, School of Music.

h. The Services retain UCMJ jurisdiction over personnel assigned to or undergoing training. Service commanders assigned to School of Music shall exercise disciplinary authority over permanent party and student members from their respective Services including, but not limited to, formal counseling, admonishment, reprimand, and personnel actions related to misconduct (e.g., unfavorable information file and non-judicial punishment). Supervisors of student personnel should provide copies of disciplinary actions for inclusion in training records or performance reports as appropriate. Policy for assignment of extra military instruction will be established and agreed to by all the Services.

i. The Naval Amphibious Base, Little Creek, Civil Engineer Hazardous Material Office will administer the hazardous materials program. The individual Service commander will ensure both environmental compliance and management and disposal of hazardous waste from Service-specific portion of all courses conducted at Naval Amphibious Base, Little Creek, are coordinated through the host with NAB, Civil Engineer, as appropriate.

j. Services will ensure individual Service instructors for consolidated courses serve normal, stabilized 3-year tours to meet mutually agreed upon instructor requirements, and provide timely replacements to the maximum extent possible.

k. Services will ensure individual instructors and staff meet the standards of performance and the personal and professional conduct required by both their assigned Service and the host Service.

l. Services will coordinate with the host Service academic department on scheduled leave for instructors assigned to consolidated training duties. In the event there is USN-authorized downtime in training (e.g., Christmas exodus, commander-approved down days, etc.), all Services will participate and make up training time according to host Service policies.

m. The standards of dress and appearance of all personnel will conform to current Service-specific regulations, directives, and instructions. Prescribed uniforms will be IAW respective Service requirements. Local Service commanders retain authority for conducting formal personnel inspections of their assigned personnel.

n. All personnel will participate in regularly scheduled physical training conducted by Service-specific personnel or their designees. Each Service will conduct its own physical fitness testing for record on its assigned personnel according to its current regulations/directives/instructions.

o. Students must meet entry-level standard academic requirements.

p. All instructor staff will comply with the following:

(1) An instructor record will be established and maintained for each instructor. This record will include an education plan for completion of requirements for instructor qualification. Format of instructor records will comply with host Service requirements.

(2) All instructors must successfully complete the Navy Instructor Course or an equivalent from the parent Service.

(3) Instructor personnel will maintain control over the students in class. The instructors will preside over all students and be considered part of the supervisory chain of command.

(4) Each Service will provide instructor and support staff as determined by the Interservice Training resourcing requirements model. Each Service will work towards providing 100% manning of instructor and support staffing requirements at all times.

(5) Each Service will recognize that the length and complexity of the training course necessitate early arrival of staff to ensure no disruption of training due to lack of qualified

personnel. Each service will work towards programming new personnel to arrive on station as early as possible to allow for adequate training.

(6) As each Service directives allow, selection of Service faculty should be made IAW reference (d) of this MOA.

(7) All Interservice Training Instructors and staff personnel will be under the operational control of the host Service during duty hours. Duty hours are defined as the academic hours as established by host and participating Service Training Commands (0720-1530) and official additional duty requirements. Official additional duty requirements are recognized by all participating Services as a necessary responsibility outside of established academic hours. The host Service will equitably designate Service responsibilities. The host Service may not utilize personnel outside duty hours without prior agreement. It is within the purview of the host Service to cross-utilize Service personnel during the training day, to the extent that utilization positively affects the school mission. (Participating Services will articulate Service-unique duty requirements to the host Service prior to publication of duty "watchbills".)

(8) To the maximum extent possible, U. S. Army will provide appropriate qualified replacement personnel for U. S. Army personnel who receive orders to Army-required schools. Available in-house resources will be considered.

(9) To make substantive curriculum changes to a course, CNET will convene a Navy Training Requirements Review (NTRR). They are held generally every 4 years, more often if warranted. Attendees will include the Chief of Army Bands (or designated representative), Marine Corps Occupational Field Sponsor (MPO-20), Head, Navy Music Program (Pers-64), and appropriate subject-matter experts.

(10) To the maximum extent possible, all disagreements and/or disputes will be resolved at the local level. For those situations that cannot be resolved at the local level, resolution will be effected through the Interservice Training Offices at the Service Training Command level.

(11) Personnel selected for promotion to the grade of E8 will be exempted from the OOD "watchbill", to the maximum extent possible.

(12) The Services all agree to participate in the Interservice Training Life-cycle Evaluation Process and graduate assessment survey programs set forth in the current Interservice Training directives.



q. The U.S. Navy, as the host Service, will:

(1) Serve as the host Service IAW paragraph 6.b. of reference (a).

(2) Coordinate and maintain all local SOM policies and SOP's with the participating Services to ensure there is no conflict with host Service regulations, policies, and directives that pertain to participating Services.

(3) Provide academic evaluations of all instructors of consolidated training IAW paragraph 6.b.(3) of reference (a).

(4) Notify the participating Services prior to any investigations or inspections concerning participating Service personnel.

(5) Make changes to course curricula and training resources to meet the consolidated curricula and trained personnel requirements after participating Services agree. Changes to consolidated curricula may not occur without approval of the participating Services. Service-unique and collocated training POI's are the responsibility of the parent Service.

(6) Provide Instructor Training Course certification and faculty development/in-service training as required.

(7) Program class seat availability according to Fiscal Year (FY) anticipated student throughput. Allow an even load requirement of no more than 25 students per class. During inherently slow periods, start a class with fewer than 25 students if classroom space and instructors are available.

(8) For consolidated and collocated courses, the host Service will, to the maximum extent possible:

(a) Provide Instruments and equipment as required.

(b) Provide Instrument and equipment repair/maintenance.

(9) The host Service will invite participating Services to the appropriate Training Requirements Conference.

(10) Conduct appropriate Academic Review Boards (ARBs) as necessary IAW Host Service directives. Perform enrollment or disenrollment of individual students. Note: The enrollment or

disenrollment of Army and Marine Corps students will be coordinated with U.S. Army Element and U.S. Marine Corps Element of the School of Music, respectively.

(11) Ensure senior enlisted management/supervisory positions of the SOM Training and Training Support Departments are assigned on an equitable basis.

(12) Coordinate any proposed administrative academic policy changes with each local participating Service's commander or senior representative.

(13) Provide each local Service commander with periodic academic status reports on the participating Service's students.

(14) Maintain academic records (inputs, recycle, graduates, etc.) for consolidated training courses.

r. Participating Services will:

(1) Coordinate with host Service on all policies affecting Interservice Training to include Service specific policies and SOP's.

(2) Attend the appropriate Training Requirements Conference.

(3) Provide standards on academic requirements for Army and Marine Corps Service-unique courses.

(4) Furnish the estimated training personnel requirements projected by Fiscal Year (FY) to the host Service in enough time to be included in the proper financial planning cycle IAW paragraph 6.c.(1) of reference (a).

(5) Be responsible for Service-unique Courses' POIs.

(6) Coordinate changes to Service-unique training with the host Service if it affects consolidated training.

7. PERFORMANCE REPORTS:

a. Performance evaluations will be prepared IAW participating Service directives. Supervisors will provide written input to parent Service for inclusion in performance evaluations in a timely manner. It is the responsibility of the individual Service detachment commanders to ensure supervisors are notified in sufficient time to provide written input.

b. "Marine Reported On" worksheets and Fitness Reports for USMC personnel assigned to the School of Music will be prepared in accordance with MCO P1610.7 (series).

8. **SUPPORT:**

a. Logistics:

(1) The host Service provides for the maintenance of course training equipment and consumables and teaching course supplies used in consolidated training. The host Service provides schoolhouse utilities and maintenance.

(2) CNET will ensure the Base Operations Support Services are provided IAW 6.b.(5) of reference (a).

b. Mission: The School of Music hosts the consolidated and collocated training and instruction provided at Naval Amphibious Base, Little Creek, Virginia and provides the following:

(1) Barracks facilities that allow the participating Services to maintain unit integrity to the maximum extent possible. Participating Service's students will be billeted IAW DOD Directive 4165.63-M. Each participating Service will be housed in facilities comparable to all other Services' barracks facilities at Little Creek.

(2) Dining facilities. All participating Services will use dining facilities as assigned.

(3) Administrative space for Service commanders, staff and instructor staff, to the maximum extent possible.

(4) Appropriate training material, training aids, computers and facilities to support consolidated training as required. Administrative spaces and access to classrooms, dining facilities, and training areas, as well as billeting for students will be provided for consolidated and collocated training as required. (IAW 6.b(1) of reference (a)).

(5) Provide equitable LAN, Internet, e-mail access, and connectivity to the maximum extent possible.

(6) Training management support for consolidated courses to include, but not limited to, guidance and policy direction for training development, coordination of training requirements, and training material printing to the maximum extent possible.

(7) Musical instrument custody and maintenance will be in accordance with applicable Navy directives. The School of Music assumes custody of and maintenance responsibility for all SOM musical instruments in support of consolidated and collocated training.

(8) Housing support for permanent party and TDY/TAD personnel on the same basis as other personnel assigned/attached to Little Creek.

9. **FRATERNIZATION/UNPROFESSIONAL CONDUCT:** Students and permanent party personnel will adhere to individual Service, USN, and NAB Little Creek policies on fraternization/unprofessional conduct. All faculty, staff, and students from the participating Services will be briefed regarding these policies and their applicability to their current assignment.

10. **URINALYSIS PROGRAM:** The host Service is responsible for the urinalysis program for USN and USMC personnel. Commandant, U.S. Army Element is responsible for the urinalysis program for all U. S. Army personnel. Services include command-directed, investigative (probable cause) and drug testing for students and staff. Random selection process will be used to test members.

11. **SAFETY PROGRAM MANAGEMENT:** The NAB Little Creek Safety Office manages the School of Music safety program. The School of Music will prepare an ISA which addresses participating Services' safety requirements. The ISA will require the following:

a. Identification of safety requirements peculiar to each training course.

b. Annual Inspections.

c. The School of Music will send inspection reports to the participating Services in a timely manner with corrective action/follow-up noted.

d. Class A/B mishap investigations will include representatives from the other Services.

e. A copy of all mishap reports (Class A/B/C) will be sent from the host Service to the participating Service.

12. **AGREEMENT AND ADMINISTRATION:**

This MOA is effective upon the date of the last signature and will remain so unless canceled by mutual agreement, by operation of rule or regulation, or because of national security requirements. The terms of this MOA may be reviewed and supplemented, as required, by mutual consent, provided such changes are accomplished by written agreement and attached hereto. Each party agrees to conduct a triennial review of this MOA on its anniversary date or as required by any party.

Signature Page for MOA for training at the School of Music, Naval Amphibious Base, Little Creek, Virginia.



REBECCA D. PAULK

Senior Executive Service

Chief of Naval Education & Training (OOA)

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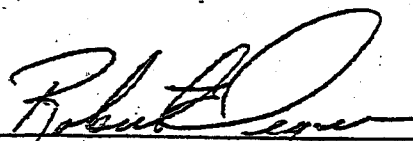
NAS Pensacola, Florida 32508-5220

9 June 99

Date

Approved with the following stipulation.

TRADOC makes special note of paragraph 6.p.(7). This paragraph refers to "official additional duty requirements" for instructor and staff personnel. The only official additional duty requirements recognized by TRADOC, as referenced in paragraph 6.p.(7), are Officer of the Day (OOD) and Duty Instructor.



ROBERT E. SEGER

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15 Jul 99

Date



THOMAS S. JONES, Brigadier General, USMC

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18 MAY 99

Date